PERSONAL SERVICES REPORT INSTRUCTIONS – SOUTH CAROLINA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT – PL 108-81, AS AMENDED -- FFY05 PROGRAM FUNDS
SUBMIT ONE COPY TO LSTA COORDINATOR

This form is used to report personal services funds expended and to report expenditure of personal services funds advanced. The project administrator, fiscal officer, or the director of the library or agency must sign the form.

I.   **Sub-Grant Project Title.** Indicate the title you have given to your project. *(State Library LSTA funding categories should not be used as project titles.)*

II.   **Name, Address telephone number and E-mail** of (a) Applicant (b) Project Administrator (c) Fiscal Officer (**NOTE:** *Applicant is the library, agency, organization or other qualifying institution submitting the proposal.*)

> **Sub-grantee Name:** This is the name of the entity receiving the grant indicated on the Award Notice.
> **Date:** This is the date of the award indicated on the Award Notice.
> **Project Administrator, Phone, E-mail:** This is the staff member that is responsible for managing the project on a day-to-day basis, responsible for preparing reports, and serving as the project contact person. Notify State Library of any changes.
> **Fiscal Officer, Phone, E-mail:** This is the staff member responsible for financial records of the project on a day-to-day basis and who serves as the contact person on financial matters. The Project Administrator and the Fiscal Officer may the same in some situations.

III.   **Employee data**: Enter the name of the staff member, their title, and the beginning date of their employment.

IV.   **Financial Information**:
Personal Services Budget: Enter the amount of LSTA funds approved in this budget category.
Time Period of Expended Funds: Enter the beginning date (month, date, year) of the first payroll and the ending date (month, date, year) of the last payroll for the time covered by this Report. This should match the dates on the "Personal Services Requisition" form previously submitted.
Capital Advance Received During Period: Enter the amount of funds received through a capital advance request during the time covered by this report.
Funds Expended During Period: Enter the total amount of funds expended for the payrolls during the time period.
Cash on Hand at the End of the Period: Enter the amounts of any fund balance at the end of period. This will be "Cash on Hand at Beginning Period" plus "Capital Advance Received During the Period" minus "Funds Expended During the Period."